



Sacramento Public Library

Periodicals Database Package

Request for Proposal (RFP)
Release Date: May 9, 2014

Vendor Responses Due Date: July 18, 2014 at 3 p.m.

Contact:

Nina Biddle
Library Materials Manager
916-264-2866
nbiddle@saclibrary.org

**SACRAMENTO PUBLIC LIBRARY
REQUEST FOR PROPOSAL
FOR
PERIODICALS DATABASE PACKAGE
2014**

INTRODUCTION

The Sacramento Public Library Authority (AUTHORITY) seeks proposals from qualified vendors for a periodicals database package that will provide magazines, newspapers and academic journals to support general research for early learners up to adults pursuing an associate degree. Folsom Public Library may be joining Sacramento Public Library in this RFP.

I. SCOPE OF SERVICE

The AUTHORITY has a strong desire to provide library patrons with access to a set of periodical databases to support general research. Sacramento Public Library has a population served of 1.4 million and Folsom Public Library has a population served of 72,000.

Required features are:

A. Content and System Functionality

- Content to support basic reference and research, for users in K – 12 and associate degree programs:
 - News and current events
 - Consumer information
 - Science and technology
 - Government and politics
 - History
 - Entertainment and sports
- Full-text articles:
 - Newspapers
 - Magazines
 - Academic journals
 - Primary source documents
- Separate interface(s) for adults and for students K – 12.
- All articles and publications must be searchable.
- All articles must support e-mailing, downloading, and printing.
- MARC records for periodical titles.
- Customer service and technical support for patrons by phone and/or email.

B. Technical Specifications

- ADA accessible and compatible with screen reader software.
- Unlimited simultaneous usage for library card holders.

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- Remote/web access for library card holders. For patrons accessing the service remotely, databases must be compatible with current integrated library system, Sierra 1.1.2 from Innovative Interfaces, Inc.
- Compatible with all future ILS upgrades.
- Not require the purchase of any additional software or hardware.

C. Evaluation

The Library requires a 30 day test and review period as part of bid evaluation. Vendors will provide, at no cost to the Library:

- Unlimited access login to products and services bid.
- Technical support during evaluation period.
- Online product demo.
- In-person presentation with question and answer session.

Preferred features are:

- Mobile app or mobile-friendly site.
- Faceted navigation to filter search results by article type, date range, publication and subject.
- Audio option to listen to articles.
- Translation options for interface and articles.
- Geographic authentication based on the AUTHORITY's service area.
- [COUNTER Release 3](#) (2008) compliant usage statistics.
- Back issues from 10 years to current.

COMPUTING ENVIRONMENT

Server Systems. The Library's infrastructure consists of Dell hardware servers, an EqualLogic storage area network system and VMware virtualization software. The virtualized server's operating systems are a combination of Windows Server 2008 R2.

Client Systems. The Library's computer infrastructure consists of 1500 Dell series desktop computers running Microsoft Windows 7 Operating System, 40 lending Google Chromebooks and 95 Windows 7 laptops.

Software Platforms. The Library provides most services centrally from the main library. The following networked services are available to staff and customers. Unless otherwise noted these services are available in all the 28 branch locations:

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- Sierra Integrated Library System for lending and inventory of materials
- Sierra Integrated Library System is used to authenticate customer's access to vendor provided services
- Internet Access to staff and customers
- Open Internet Access via Wi-Fi
- Websense Internet filter
- Supported public computer browsers:
 - Internet Explorer 9.08
 - Firefox 26

Network. The Library's network environment consists of Cisco routers and switches. The Library's wide area network (WAN) includes Fiber Optic and DS3 circuits from three vendors to 28 locations throughout Sacramento County. The network design is hub & spoke model, with centralized Internet access from branch locations. Internet users are redirected using the central firewall.

Wi-Fi service platform is based on 802.11abgn.

II. Vendor Qualifications

The AUTHORITY will accept vendor price quotations negotiated by other libraries in California, or by CALIFA. The contract period is one year with two one-year renewals for a total of three years. The vendor is to include the following in their response:

- A. One page narrative describing the vendor company included, but not limited to, expertise in content acquisition and retention, database design and management and innovation.
- B. Detailed content description with title list.
- C. Price quote for a contract period of 1 to 3 years. Specify pricing for Sacramento Public Library and Folsom Public Library, separately, as follows:
 - a. Individual product or title
 - b. Bundled products or titles
 - c. Start-up and recurring cost for the term of the contract
 - d. Technical support, if relevant
- D. Minimum software or operating system requirements for end-users (e.g., plug-ins, browser versions, etc.).
- E. Technical support levels and coverage.
- F. Frequency of software upgrades, distribution methods and costs.
- G. Evaluation period login specifications.

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III. DEADLINE FOR RESPONSES TO RFP

Three printed copies of the proposal and price quote in sealed envelopes must be received by 3:00 p.m. on July 18, 2014.

Send proposals to Nina Biddle, Library Materials Manager, 828 I Street, Sacramento, CA 95814. Email or fax copies are not accepted.

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IV. CALENDAR

The AUTHORITY anticipates the following calendar of activities related to this RFP:

<u>May 9</u>	<u>RFP issued</u>
<u>July 11 at 5 pm Pacific</u>	<u>Deadline for questions</u>
<u>July 18 at 3 pm Pacific</u>	<u>Deadline for proposal with price quote(s); bid opening</u>
<u>July 21 – 25</u>	<u>Product overview webinars from vendors</u>
<u>July 28 – Aug 29</u>	<u>Evaluation period</u>
<u>September 17 – 19</u>	<u>Question and answer sessions from vendors</u>
<u>October 1</u>	<u>Vendor selection</u>
<u>October 23</u>	<u>Authority Board approves contract</u>
<u>January 1, 2015</u>	<u>Contract start date</u>

V. QUESTIONS

Questions about this RFP should be directed to nbiddle@saclibrary.org. We will make every effort to answer questions as soon as possible, within two business days of receipt. A summary of vendor questions will be posted to the Request for Proposal page on the Library website (<http://www.saclibrary.org/About-Us/Request-For-Proposals/>).

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VI. OTHER TERMS AND CONDITIONS

The vendor agrees to the following:

1. To examine the RFP and conditions thoroughly. The failure of omission of any vendor to examine any form, instrument or document shall in no way relieve any vendor from any obligation in respect to their proposal.
2. To comply with all federal, state, and city laws, ordinances, and rules

AUTHORITY expressly reserves the following rights:

- To Waive or reject any and/or all irregularities in the proposals submitted.
- To waive or reject any and/or all proposals or portions thereof.
- To reject all proposals and negotiate with an individual vendor or any other person or entity.
- To base awards with due regard to quality of services, experience, compliance with specifications and other such factors as may be necessary due to circumstance.
- To make the award to any vendor whose proposal is in the best interest of the AUTHORITY.
- To negotiate different terms and conditions with any vendor the AUTHORITY may choose.
- To utilize concepts submitted to the AUTHORITY, via proposal, without compensation.